

HOLLY L. WOLCOTT
CITY CLERK

City of Los Angeles CALIFORNIA

OFFICE OF THE
CITY CLERK

SHANNON D. HOPPES
EXECUTIVE OFFICER

NEIGHBORHOOD AND BUSINESS
IMPROVEMENT DISTRICT DIVISION
200 N. SPRING STREET, ROOM 395
LOS ANGELES, CA 90012
(213) 978-1099
FAX: (213) 978-1079



ERIC GARCETTI
MAYOR

MIRANDA PASTER
DIVISION MANAGER

clerk.lacity.org

May 25, 2018

Tara Devine, Chief Executive Officer
Venice Beach Business Improvement District
1320 Pacific Avenue
Venice Beach, CA 90291

RE: SUBMISSION OF BUSINESS IMPROVEMENT DISTRICT (BID) PROPERTY ASSESSMENT
DATABASE FOR THE 2019 ASSESSMENT YEAR

Dear BID Director:

In order to ensure the timely placement of the property assessment data on the County of Los Angeles property tax rolls, please submit your BID's property assessment data to our Office no later than Friday, June 1, 2018.

The BID's property assessment database must be formatted into three columns as shown on the attached sample and using Microsoft Excel. Do not include any formulas or total the columns. List government owned parcels (if any) in the same Excel document as non-government owned parcels, but on a separate sheet.

The database must be formatted as follows:

- Have two digits to the right of the decimal
- All zero assessment parcels removed
- List agency account number just once at the top of the sheet
- No totals
- No currency formatting
- No dashes in the parcels numbers
- No hidden rows or columns
- No formulas (only numbers and text)

Please transmit the final database via email to the City Clerk Office's Technical Research Supervisor, Dennis Rader at dennis.rader@lacity.org.

The BID's property assessment database must be submitted even if there will be no assessment changes for 2019. If your BID's Management District Plan allows for an annual assessment increase and the BID's Board of Directors has authorized a CPI increase, please submit a copy of the Board's authorization along with the BID's property assessment database.

CPI increases for 2019 will not be accepted if we do not receive the BID's data by June 1, 2018.

If you have any questions, please contact our Office at (213) 978-1099.

Sincerely,

A handwritten signature in blue ink that reads "Rita Moreno". The signature is written in a cursive, flowing style.

Rita Moreno, BID Analyst
Neighborhood and Business Improvement District Division

Attachment